

E/PO Template #1
BUDGET SUMMARY for PROPOSAL

For (check one):

___ Total Period of Performance from (M/D/Y) _____ to _____

___ For Year ___ of ___ from (M/D/Y) _____ to _____

	<u> NASA USE ONLY </u>		
	A	B	C
1. <u>Direct Labor</u> (salaries, wages, and fringe benefits)	_____	_____	_____
2. <u>Other Direct Costs:</u>			
a. Subcontractor/Co-I Institution#1	_____	_____	_____
Subcontractor/Co-I Institution #(n)	_____	_____	_____
b. Consultants	_____	_____	_____
c. Equipment	_____	_____	_____
d. Supplies	_____	_____	_____
e. Travel	_____	_____	_____
f. Other (specify)	_____	_____	_____
3. <u>Facilities and Administrative Costs</u>	_____	_____	_____
4. <u>Other Applicable Costs:</u>	_____	_____	_____
5. <u>SUBTOTAL--Estimated Costs</u>	_____	_____	_____
6. <u>Less Proposed Cost Sharing</u> (if any)	_____	_____	_____
7. <u>Total Estimated Costs</u>	_____	_____	_____

INSTRUCTIONS FOR BUDGET SUMMARY -TEMPLATE#1

- Provide a complete Budget Summary for the total as well as each individual year of the proposed period of performance.
 - Enter the proposed estimated costs in Column A (Columns B & C for NASA use only).
 - Provide, as attachments, detailed computations of all estimates in each cost category with narratives as required to fully explain each proposed cost as follows.
1. Direct Labor (salaries, wages, and fringe benefits): Attachments should list the number and titles of personnel, amounts of time to be devoted to the grant, and rates of pay.
 2. Other Direct Costs:
 - a. Subcontracts/Partners/Co-I Institutions: Attachments should describe the work to be subcontracted, estimated amount, recipient (if known), and the reason for subcontracting. Enter the annual totals on this budget summary page. In addition, for each year of the project, complete a more detailed budget summary form describing the subcontractor's/partner's/Co-I institution's use of NASA funds that the proposer requested through this solicitation (see Template #2 format).
 - b. Consultants: Identify consultants to be used, why they are necessary, the time (number of days) they will spend on the project, and quoted daily rates of pay. State whether the consultant has been compensated at the quoted rate for similar services performed in connection with Government contracts.
 - c. Equipment: List separately. Explain the need for items costing more than \$5,000. Describe basis for estimated cost. General purpose equipment is not allowable as a direct cost unless specifically approved by the NASA Grant Officer. Any equipment purchase requested to be made as a direct charge under this award must include the equipment description, how it will be used in the conduct of the basic research proposed and why it cannot be purchased with indirect funds.
 - d. Supplies: Provide general categories of needed supplies, the method of acquisition, and the estimated cost.
 - e. Travel: Describe the purpose of the proposed travel in relation to the grant and provide the basis of estimate, including information on destination, number of trips, and number of travelers where known.
 - f. Other: Enter the total of direct costs not covered by 2a through 2e. Attach an itemized list explaining the need for each item and the basis for the estimate.
 3. Facilities and Administrative (F&A) Costs: Identify F&A cost rate(s) and base(s) as approved by the cognizant Federal agency, including the effective period of the rate. Provide the name, address, and telephone number of the Federal agency official having cognizance. If unapproved rates are used, explain why, and include the computational basis for the indirect expense pool and corresponding allocation base for each rate.

4. Other Applicable Costs: Enter total explaining the need for each item.
5. Subtotal-Estimated Costs: Enter the sum of items 1 through 4.
6. Less Proposed Cost Sharing (if any): Enter any amount proposed. If cost sharing is based on specific cost items, identify each item and amount in an attachment.
7. Total Estimated Costs: Enter the total after subtracting items 6 from item 5.

E/PO Template #2

BUDGET SUMMARY for SUBCONTRACTOR/Co-I INSTITUTIONS

Name of Subcontractor/Co-I _____

Total Amount Requested: _____

From (M/D/Y) _____ to _____(M/D/Y)

	FY1	FY2	FY(n)	ROW TOTALS
1. <u>Direct Labor</u> (salaries, wages, and fringe benefits)	_____	_____	_____	_____
2. <u>Other Direct Costs</u> :				
a. Subcontracts	_____	_____	_____	_____
b. Consultants	_____	_____	_____	_____
c. Equipment	_____	_____	_____	_____
d. Supplies	_____	_____	_____	_____
e. Travel	_____	_____	_____	_____
f. Other (specify)	_____	_____	_____	_____
3. <u>Facilities and Administrative Costs</u>	_____	_____	_____	_____
4. <u>Other Applicable Costs</u> :	_____	_____	_____	_____
5. <u>SUBTOTAL-Estimated Costs</u>	_____	_____	_____	_____
6. <u>Less Proposed Cost Sharing</u> (if any)	_____	_____	_____	_____
7. TOTAL ESTIMATED COSTS	_____	_____	_____	_____

INSTRUCTIONS FOR BUDGET SUMMARY -TEMPLATE#2

- Provide a complete Budget Summary for the total as well as each individual year of the proposed period of performance by subcontractor, partner, or Co-I institution.
 - Provide, as attachments, detailed computations of all estimates in each cost category with narratives as required to fully explain each proposed cost as follows.
1. Direct Labor (salaries, wages, and fringe benefits): Attachments should list the number and titles of personnel, amounts of time to be devoted to the grant, and rates of pay.
 2. Other Direct Costs:
 - a. Subcontracts: For each year of the project, complete a detailed budget describing the work to be subcontracted, recipient (if known), and the reason for subcontracting.
 - b. Consultants: Identify consultants to be used, why they are necessary, the time (number of days) they will spend on the project, and quoted daily rates of pay. State whether the consultant has been compensated at the quoted rate for similar services performed in connection with Government contracts.
 - c. Equipment: List separately. Explain the need for items costing more than \$5,000. Describe basis for estimated cost. General purpose equipment is not allowable as a direct cost unless specifically approved by the NASA Grant Officer. Any equipment purchase requested to be made as a direct charge under this award must include the equipment description, how it will be used in the conduct of the basic research proposed and why it cannot be purchased with indirect funds.
 - d. Supplies: Provide general categories of needed supplies, the method of acquisition, and the estimated cost.
 - e. Travel: Describe the purpose of the proposed travel in relation to the grant and provide the basis of estimate, including information on destination, number of trips, and number of travelers where known.
 - f. Other: Enter the total of direct costs not covered by 2a through 2e. Attach an itemized list explaining the need for each item and the basis for the estimate.
 3. Facilities and Administrative (F&A) Costs: Identify F&A cost rate(s) and base(s) as approved by the cognizant Federal agency, including the effective period of the rate. Provide the name, address, and telephone number of the Federal agency official having cognizance. If unapproved rates are used, explain why, and include the computational basis for the indirect expense pool and corresponding allocation base for each rate.
 4. Other Applicable Costs: Enter total explaining the need for each item.
 5. Subtotal-Estimated Costs: Enter the sum of items 1 through 4.
 6. Less Proposed Cost Sharing (if any): Enter any amount proposed. If cost sharing is based on specific cost items, identify each item and amount in an attachment.
 7. Total Estimated Costs: Enter the total after subtracting items 6 from item 5.

E/PO Template #3
Key Personnel
(Percent Time Committed/Direct Costs, Including Benefits, in FY01 \$K)

	FY1	FY2	FY3	FYn	Total
Co-I - Institution #1					
Mission PI (% time)					
Mission PI (direct cost)					
E/PO lead (% time)					
E/PO (direct cost)					
Other Key Personnel					

Template#3 - Instructions:

Workforce staffing plan for key personnel should be phased by fiscal year. In tabular form, the Workforce Table for Key Personnel should give the names and intended work commitment for the mission PI and key E/PO personnel of the proposed project both in time (rounded to the nearest 0.01 of a Work Year typically of 1880 hours) and salary (without addition of overhead or fees - rounded to the nearest \$1K) for each year of the proposed period of performance.